2019 Payroll Schedule and Approval Due Dates

PAYROLL NUMBER	*Time Worked on:*	**Should be approved by 12 Noon on:**	**AND WILL BE PAID OUT ON:**
1	**December 16-31**	**January 02**	**January 15**
2	**January 1-15**	**January 16**	**January 31**
3	**January 16-31**	**February 01**	**February 15**
4	**February 1-15**	**February 18**	**February 28**
5	**February 16-28**	**March 01**	**March 15**
6	**March 1-15**	**March 18**	**March 29**
7	**March 16-31**	**April 01**	**April 15**
8	**April 1-15**	**April 16**	**April 30**
9	**April 16-30**	**May 01**	**May 15**
10	**May 1-15**	**May 16**	**May 31**
11	**May 16-31**	**June 03**	**June 14**
12	**June 1-15**	**June 17**	**June 28**
13	**June 16-30**	**July 01**	**July 15**
14	**July 1- July 15**	**July 16**	**July 31**
15	**July 16 - July 31**	**August 01**	**August 15**
16	**August 1 - 15**	**August 16**	**August 30**
17	**August 16 - 31**	**September 03**	**September 13**
18	**September 1 - 15**	**September 16**	**September 30**
19	**September 16 - 30**	**October 01**	**October 15**
20	**October 1-15**	**October 16**	**October 31**
21	**October 16 - 31**	**November 01**	**November 15**
22	**November 1-15**	**TBA**	**November 29**
23	**November 16 - 30**	**December 02**	**December 13**
24	**December 1 - 15**	**TBA**	**12/20/2018(tentative)**

Reminders:

*Each Pay Period Begins on the 1st and the 16th

*Each Pay Period will end on the 15th and last day of the month (28th, 30th, or 31st)

* Students are NOT paid current as Full Time Staff are; Students are paid 2 weeks in arrears

*ECU Employees are paid via direct deposit on the 15th & last day of the month (28th, 30th, 31st)

*If the 15th or last day of the month falls on a weekend (Sat or Sun) employees are paid on the Friday before

Please contact Cortney Hagans, hagansc16@ecu.edu with any concerns or questions. If you send an email, please remember to include your name and banner ID and a detailed description of your concerns. Thank you!